

OFFICE OF THE GENERAL COUNSEL (OGC)

PROVIDE LEGAL SERVICE AND GUIDANCE AND SERVE AS
CHIEF LEGAL OFFICER FOR NOAA

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Critical Functions:

1. Provide legal service and guidance for all matters that may arise in the conduct of NOAA’s missions
2. Serve as Chief Legal Officer for NOAA
3. Direct and execute NOAA’s Continuity of Operations Plan
4. Enforce and monitor compliance of commercial remote sensing satellites to assure protection of national security and international obligations.

OFFICE OF LEGISLATIVE AFFAIRS

MaryBeth Nethercutt Director	(202) 482-4981 (Office) (703) 827-2203 (Home) (202) 253-1828 (Cell) (571) 212-7384 (Cell)
Todd Ungerecht Deputy Director	(703) 362-6884 (Cell) (202) 542-7381 (Pager) (703) 329-1797 (Home)

Critical Functions:

1. Coordinate all NOAA contacts with Congress, except those relating to Appropriations.
2. Plan, direct and coordinate legislative programs of immediate concern to the Under Secretary/Administrator
3. Identify and track all legislation of interest to NOAA and keep key officials informed.
4. Preparation of NOAA’s views on proposed or pending legislation
5. Coordinate with counterpart in Department of Commerce

OFFICE OF PUBLIC AND CONSTITUENT AFFAIRS

Jordan St. John Director	(202) 482-6132 (Office) (877) 382-9786 (Pager) (703) 847-8834 (Home)
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Critical Functions:

1. Provide advice and counsel to Under Secretary/NOAA Administrator, Assistant Administrator, program and staff office directors on media and constituent outreach and relations
2. Coordinate NOAA internal communications, generate monthly newsletter
3. Provide media training for NOAA officials, senior managers and other employees representing NOAA
4. Coordinate with counterpart in Department of Commerce

EXECUTIVE SECRETARIAT

Doris Kohler Director	(202) 482-2985 (Office) (410) 604-1951 (Home) (301) 646-0266 (Cell)
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Critical Functions:

1. Manage and control incoming correspondence addressed to the Under Secretary/Administrator, Assistant Secretary/Deputy Administrator, Deputy Under Secretary, and Chief Scientist
2. Maintain schedule for and coordinate NOAA weekend duty office system